

Overview

1. GMS Guide = Employee Handbook
 - a. Criteria, logistics: how you get paid, resources for implementation
 - b. Also on the web
2. GMS Expert
3. Know who to go to
 - a. GMS Guide
 - b. Website
 - c. LHD
4. New SC and principals have copy rest use web

Table of Contents

Criteria Breakdown

1. All the info you'll need to implement
2. Criteria fall into two categories = policies and environmental changes
 - a. Policies vs. descriptions
3. All laid out with similar format
 - a. Definition, Rationale, Resources
 - b. Assignments – Know both Mentor and SC assignments – if the SC doesn't do it the mentor needs to
 - c. Ideas
 - d. Templates
 - e. Sample Policy/Description
4. Bronze 2 and Silver #2

Mentor Logistics

1. Support, Resources, Jobs
 - a. Support
 - i. Getting Started – Give details
 - ii. Logos and Fonts
 - iii. Memos
 - iv. Timelines – give details (open Bronze)
 - b. Jobs
 - i. Assemblies and Promotion
 - ii. Newsletter
 - iii. Policy Writing Resources
 - iv. Reports
 - v. Timesheets
 - c. Miscellaneous
 - i. Reimbursements
 - ii. Resignation
 - iii. Word Documents

School Coordinator Logistics, Resources, Articles and Success Stories, Application (Open nutrition articles-Show success stories)

***We will talk about timesheets and success stories next!**

***Complete the guide assignment posted online (go to the website) and take it with you to your first LHD meeting**